

**Rules for Addresses and Representatives  
on the ADDR (Address) Screen**  
Effective February 2002

Think of the Address screen as being divided into two sections:

ADDR	ADDRESS	01/02/02 16:59:57
		DARLA F
CASE NAME : DOE, JANE	CASE NUMBER : 991919	
TELEPHONE : 4065551212	TELEPHONE TYPE: H CASE XREF NOS: 000000 000000 000000	
TELEPHONE : 4065559999	TELEPHONE TYPE: M	FINANCIAL
STREET OR R.R.		CITY
RESIDENCE : 321 W 24TH ST APT 3A	BILLINGS	STATE ZIP
	MT 59999 - 9019	COUNTY
	15	
RESIDES ON RESERVATION: N		
MAILING : PO BOX 123	BILLINGS	MT 59999 - 0123
ADDRESS:		
FS ADDRESS:		00000 - 0000
LINE 2:	DELIVERY METHOD:	
FS AUTHORIZED REP : N		
MA ADDRESS:		00000 - 0000
LINE 2:		
MED REPRESENTATIVE :		
QM ADDRESS:		00000 - 0000
LINE 2:		
QMB REPRESENTATIVE :		
TANF ADDR :		00000 - 0000
LINE 2:		
TANF PROTECTIVE PAYEE: N		
DATE--> 000000		PF5 = AURP
		NEXT-->

The following pages contain:

- ❖ General rules and postal standards for all addresses on the screen,
- ❖ Specific rules for Section 1 and Section 2 of the screen.

***It is critical that all users follow the guidelines in this document.***

## General Rules for ADDR and Postal Standards

	STREET OR R.R.	CITY	STATE	ZIP
RESIDENCE :	① 321 W 24TH ST APT 3A ②	BILLINGS ③	MT	59999 - 9019
		RESIDES ON RESERVATION:	N	
MAILING :	① PO BOX 123	BILLINGS ③	MT	59999 - 0123
	ADDRESS: ②			
FS ADDRESS:	① TRLR 12	LAUREL ③	MT	59999 - 0000
	LINE 2: ② 10381 FRANKFURTER AVE	DELIVERY METHOD:		
	FS AUTHORIZED REP : Y			

While only part of ADDR is shown above, ALL address fields have two lines (① and ②) for the street/unit. Line 2 can only be used if Line 1 is used. Lines 1 and 2 print above the City/State/Zip (③) on the piece of mail.

### POSTAL STANDARD #1:

Most mail is sorted by machinery that tries to match the address with “known” addresses in its databases. This requires standardized formatting.

If there is a street address and a “secondary unit designator” such as apartment, lot, room, etc., you should enter them both on Line 1 (as shown in the Residence address above).

**If the street and unit do not fit on Line 1**, you need to put the Unit above the street (on Line 1). Look at the FS address above for an example. TRLR 12 is entered on Line 1 (not Line 2). This prevents the street address from being separated from the city/state/zip.

### POSTAL STANDARD #2:

DO NOT use symbols or punctuation in the Street/Unit information or City/State Zip.

Incorrect: 123 N. MAPLE ST, APT #3.

Correct: 123 N MAPLE ST APT 3

Exception: Use a slash for a fractional address (such as 308 1/2 Custer Ave). Be sure to put a space between the whole number and the fraction.

For post office boxes, use PO BOX followed by the number.

### POSTAL STANDARD #3:

Use standard postal service abbreviations. These include AVE for Avenue, ST for Street, DR for Drive, APT for Apartment, etc. (See “Addressing Standards and Postal Regulations” in the TEAMS/MACCS User Guide, Section 100, for a list of abbreviations.)

## Section 1 detail

ADDR	ADDRESS	01/02/02
CASE NAME : DOE, JANE CASE NUMBER : 991919		
TELEPHONE : 4065551212 TELEPHONE TYPE: H CASE XREF NOS: 000000 0000		
TELEPHONE : 4065559999 TELEPHONE TYPE: M		
<b>STREET OR R.R. CITY STATE ZIP</b>		
<b>RESIDENCE</b> :	321 W 24TH ST APT 3A BILLINGS MT 59999 - 9019	
RESIDES ON RESERVATION: N		
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<b>MAILING ADDRESS:</b>	PO BOX 123 BILLINGS MT 59999 - 0123	

### Rules for Section 1:

1. In the Residence address fields (A), enter the PI's physical address.
2. Enter a mailing address (B) only when it is different from (A). This supersedes the residence address for mail.
3. All notices are mailed to (A) or (B).
4. All benefits are sent to (A) or (B), unless an alternate delivery address for a specific benefit is entered in Part 2.

## Section 2 detail

There are four areas, each relating to a different program (marked C, D, E, F). Look at the FS area (marked C). In this case, Food Stamp benefits are being sent to an authorized representative (FS Authorized Rep indicator = Y) at the address shown.

<b>C</b>	FS ADDRESS: TRLR 12	<b>BILLINGS MT 00000 - 0000</b>
	LINE 2: 10381 FRANKFURTER SALES	(If FS Auth Rep is entered, his/her address is required)
	FS AUTHORIZED REP : Y	
-----		
<b>D</b>	MA ADDRESS:	<b>00000 - 0000</b>
	LINE 2:	(If Med Rep is entered, his/her address is required)
	MED REPRESENTATIVE :	
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<b>E</b>	QM ADDRESS:	<b>00000 - 0000</b>
	LINE 2:	(If QMB Rep is entered, his/her address is required)
	QMB REPRESENTATIVE :	
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<b>F</b>	TANF ADDR :	<b>00000 - 0000</b>
	LINE 2:	(If TANF payee is entered, his/her address is required)
	TANF PROTECTIVE PAYEE: N	
-----		
DATE--> 000000		PF5 = AURP
		NEXT-->

Since the areas marked D, E, and F are blank in the above example, all other benefits (if any) are being sent to the residence or mailing address in Section 1.

## **Specific Rules for Each Area of Section 2**

### **Food Stamps (Area 'C'):**

- If there is an Authorized Representative, enter that person's address here and his/her name on the AURP screen. A 'Y' indicator then displays in Section C.
- If FS benefits simply need to be mailed to a different address, enter that address here. Do not enter a name on AURP!

### **Medicaid (Area 'D'):**

- If the MA card OR the MA/QMB combo card needs to be mailed to a representative (not to the PI), enter the representative's address here and their name in the MA REPRESENTATIVE field.
- If the MA card simply needs to be mailed to the PI at an alternate address, enter that address here with NO name in the MA REPRESENTATIVE field.

### **QMB (Area 'E'):**

- This section only needs to be used for cases with QMB but not MA.
- If the QMB card needs to be mailed to a representative (not to the PI), enter the representative's address here and their name in the QMB REPRESENTATIVE field.
- If the QMB card simply needs to be mailed to the PI at an alternate address, enter that address here with NO name in the QMB REPRESENTATIVE field.

### **TANF (Area 'F'):**

- If there is a Protective Payee, enter that person's address here and his/her name on the AURP screen. A 'Y' indicator then displays in Section F.
- If TANF benefits (check or EBT card) simply need to be mailed to a different address, enter that address here. Do not enter a name on AURP!

## **Overall Rules for Section 2**

### **1. Generally, you should not enter the PI's address in Section 2.**

Section 2 is primarily used when a specific benefit needs to be mailed somewhere else.

Exceptions: Sometimes another household member will be entered as a Representative\* for a specific type of benefit in Section 2. In that instance, the person's address must be entered, which may be the same as the PI's address.

\*For Food Stamp Authorized Representatives, see Rule 3 below.

**2. The PI's name should never be entered as the FS Authorized Representative, MA or QMB Representative, or TANF Protective Payee.**

There is no valid reason to do this; a Representative must be someone other than the PI.

**3. For Food Stamps, the Authorized Representative should not be a member of the Food Stamp filing unit.\***

\*Possible exception:

If the PI is temporarily out of the home (for employment, training, medical reasons, etc.), it may make sense to designate the spouse or another FS household member as the Authorized Representative during that period, so each will have an EBT card to allow access to FS benefits in their respective locations. Contact your Regional Policy Specialist to clear this before entering it in TEAMS.

**4. For TANF, do not designate another household member as the Protective Payee.\***

Consult the TANF policy manual for guidance on designating a Protective Payee.

\*Exceptions to Rule 4 may exist in certain circumstances. These must be cleared through your Regional Policy Specialist.

**5. "Information only" persons should never be entered on ADDR in the Representative or Payee fields (FS, MA, QMB, or TANF).**

Remember: Use Part 2 of the ADDR screen only to control where benefits are mailed (and to whom). To record the names of people who can provide or receive information about the case (but who don't receive the benefits), use Case Notes.

**6. An address can be entered in Section 2 without entering a Representative or Protective Payee (i.e., leave the Representative or Payee indicator as 'N').**

If a specific benefit needs to be mailed to the PI at an alternate address (such as a nursing home or group home), enter that address in the appropriate fields on Section 2.

"In Care Of" rules: If you need to send mail in care of someone else at that location, use Line 1 (not Line 2). Just type the person's name; do *not* add "C/O" in front of it. The characters C/O cause problems for ISD when they run jobs at night.

To send notices to this address, use the Create Copy field on NOHS (Notice History).

**7. However, if you enter a Representative or Protective Payee on ADDR or AURP, you must enter that person's address. (See graphic at bottom of Page 3.)**

Benefits are mailed to that person, on behalf of the PI.

Note: TANF Protective Payees cannot select the EBT or Direct Deposit payment method. They must be paid by check. When the check is issued, the system automatically prints the Payee's name first, followed by the word "For" and the PI's name.